

TE HORO SCHOOL MINUTES OF THE BOARD OF TRUSTEES
MEETING HELD ON 15 October 2018 at 7:00 pm IN THE BOARDROOM

Present: Vicki Upshon (Chair), Craig Vidulich, Rebecca Thomsen, Greg Selby, Nicolette Butler, Allan Cottle, Tammy Evans (lateness 7:07pm) Adele Neville (minutes secretary)

Visitor:

Apologies:

Declarations of Interests: NB recorded a conflict of interest in the teacher appointment discussion.

Item	Discussion/Decision	Responsibility	Timeframe
Decisions:			
Special Education Focus.	<ul style="list-style-type: none"> ● Chair expressed how thorough this report was that had been prepared by the Acting Principal. ● The Board felt that the percentages were rather high over all year levels. ● Acting Principal explained to the board that this focus is work in progress and needs to be a working separate document and the reports could be done twice a year to show how the children have moved. ● There were future directions/next steps recommendations from this report which the Board held a 		

<p>Roll numbers, Roll growth, 10th teacher, meeting with Kapanui/Waikanae Vicki Staffing 2019. Vicki/Nicky</p>	<p>discussion on. The Board are supportive in prioritising the needs necessary for the students and staff for 2019.</p> <ul style="list-style-type: none"> • Acting Principal to prepare a plan of how many TA hours are needed for next year, costs etc and report back to the board. • SENCO workload was discussed briefly as it could be shared. <p>FUTURE ACTION: Acting Principal to prepare a plan of how many TA hours are needed for next year, costs etc and report back to the board.</p> <ul style="list-style-type: none"> • Roll growth was discussed. For the 10th teacher the school roll needs to be 239, predictive roll start for 2019 is around 222. Therefore the Board would need to fund the 10th teacher for a period of time. Members agreed to this. The motion on the table was that the board agreed to fund this 10th teacher. Board were unanimous. • Two permanent and two fixed term positions have been advertised with a large 	<p>NA</p>	<p>asap</p>
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<p>Discussion of costs of subscriptions being passed onto parents ie Reading Eggs, WeVideo.</p>	<p>number of candidates applying. 10 days to go till closing date, NA, LS, MT and VU having a discussion on the candidates and then short listing will happen. The panel was decided on for the interviewing process which will include the 2019 Principal and GS.</p> <ul style="list-style-type: none">● Leave application for refreshment leave was on the table, this was signed off by the Chair/Acting Principal at this meeting.● All resignations have been received from staff leaving end of 2018.● MT has registered with the Principal support group.● Circular 2018/01 Payments by parents of student in school was sent to the members.● Staff had held a discussion on what is being used in the classrooms and how that is being utilised.<ul style="list-style-type: none">- SchoolTalk: Stonefield School have been in touch and have offered to do some PD.		
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<p>Staff room and Reception area renovations.</p>	<ul style="list-style-type: none"> - WeVideo: Is a great tool. - Reading Eggs: Room 1 have opted out but the remainder of the school would like to continue with this. Discussion was held. <p>The decision was that in principle the board would like no costs passed to parents for subscriptions for curriculum resources.</p> <ul style="list-style-type: none"> ● Discussions were held to do an upgrade of the admin area. ● Costs would need to be done, plans drawn up and consult with the staff. ● Board would like this renovation started asap so upgrade could be completed for start of year 2019. <p>FUTURE ACTION: Acting Principal to make contact with the architect for ideas.</p>	<p>NA</p>	<p>asap</p>
<p>Monitoring:</p>			
<p>Strategic Goal 3.</p>	<ul style="list-style-type: none"> ● Chair asked for any comments/questions from the board. The Board were 		

<p>Finance report, curriculum areas underspent, budget planning</p>	<p>shared equally with both parties.</p> <ul style="list-style-type: none">● Demolition work is set to start on the new build 3rd Nov and builders are in 12th November.● Leak has been found in the corridor of Room 7 and 8. This area needs to be tidied up so could be included in the refurbishing of the admin area. <ul style="list-style-type: none">● Surplus is reducing down.● YTD income still ahead.● Expenses are 10k under budget.● 10th teacher budget overspent.● The school is in a good cash position.● Funds will diminish once the new build starts.● Cash flow will need to be managed well.● Banking staffing is in a negative position due to unforeseen circumstances.		
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	<p>It was agreed that more information is required ie storing, size, how long it takes to put up, how it will impact on the staff when using the hall for gymnastic etc....before a decision can be made.</p> <p>FUTURE ACTION: Chair to approach the owner of this IR and have the discussion.</p>	Chair	asap
Discussions:			
Strategic Goal review in view of prepping charter in November: discussion and staff feedback	<ul style="list-style-type: none"> Charter meeting 12th November, chair asked that the Board look at this in their own time and report to the Chair on how successful this Strat plan has been in its present state. <p>FUTURE ACTION: Board and staff to let Chair know how successful this Strat plan has been in its present state.</p>	Board/Staff	By next meeting
Identify Agenda Items:	<p>Painting programme school: discuss early 2019</p> <p>Te Horo Triennial review programme: to be discussed with Michelle Tate in November</p> <p>MMT, December</p>		

<p>Correspondence: Inward</p> <p>Additional Inward</p>	<p>Board member to review any policies and procedures that may be missing. Maori Pacifica Review has been moved to the October meeting for discussion.</p> <p>Health and Safety to meet 26 September</p> <p>Principal to ring the neighbours to see if we could access their property from the school side regarding bores. Boundary fence dispute - Principal to contact the MoE for some advice.</p> <p>Treasurer to report back to Principal and DP on the curriculum areas that are under spent and discussions to be had.</p> <p>Principal to advertise the IR in the newsletter.</p> <p>Chair to thank the Home and School for funding the container initiative.</p> <p>Staff to look at the Strategic Goals and give feedback to the Board.</p> <p>NZ Gazette Volume 97 Number 17 Letter re new auditors</p> <p>Red Cross</p>	<p>Ongoing</p> <p>Moved to March 2019</p> <p>Done</p> <p>Ongoing</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Ongoing 6th November</p>	
<p>Public Excluded</p>			

**Meeting closed at 9:22pm Date for next meeting: 12th November 7:00pm Charter meeting.
26th November
17th December 7:00pm Final meeting**

Chairperson:

Date:

